

Washington State University

Testing Services

302 Washington Building
PO Box 642333
Pullman, WA 99164-2333
FAX 509-335-2924
509-335-1744

July 2017

Re: Proctor Agreement

Dear Instructor:

Please accept this letter as the signed proctor agreement. Washington State University Testing Services can proctor testing for WSU and other institutions for distance learning courses, some placement exams, and remote Accuplacer.

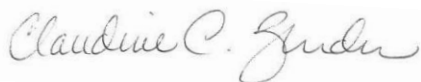
WSU Testing Services maintains strict security of exam materials by securing exams in a locked cabinet. Professional proctors monitor test takers in the test room and have an alternate view through a video camera system. Test takers must present photo identification as described by the test requirements. If a test does not specify what identification is accepted then WSU Testing Services will only verify identity with identification issued by a government or school that includes the person's recognizable photo. Testing Services will not administer tests if the identification is uncertain in any way. The student is responsible for arranging for the test and test instructions to be sent directly to the WSU Testing Center. All instructions must be included with the exam. The test taker is not allowed to use any additional materials that are not specified on the test or test instructions.

Individual proctored testing is available most weekdays between 8:30pm - 11:45am and 1:00pm - 4:00pm. The student is responsible for scheduling the correct amount of time to complete the exam, identifying the correct format of exam (computer/paper-pencil/recording), making arrangements for having the test sent to the WSU Testing Center, and completing the exam by the due date with time for the exam to be returned to the instructor. Students may call 509-335-1744 to schedule.

By providing this official proctor request letter the student is agreeing to the test proctoring policies detailed on the Washington State Testing Services website at <https://counsel.wsu.edu/services/testing/>. Please review all current policies and the original official proctor agreement letter at <https://counsel.wsu.edu/services/testing/>. If a signed proctor agreement is required, have the student come to Washington Building Room 302 during business hours or request by emailing test.proctor@wsu.edu.

Please contact us if you have any questions or concerns.

Sincerely,



Claudine Zender
Program Coordinator - Testing Services
Washington State University Pullman
509-335-1744
test.proctor@wsu.edu